

STATINTL

MEMORANDUM FOR THE RECORD		DATE 2 NOV 1971
SUBJECT Card System used by Records Center		FILE NUMBER
tells me he uses these fields for his card Sys.		
Job Number		
Directorate		
Office		
Date job # issued		
Method for issuing # (Mail or Phone)		
Records Control Schedule Number (8 digits)		
RCS Item Number -		
Volume Received		
Volume Destroyed		
Volume on Hand		
Number of Containers received		
Type Containers received		
Date of Records 4 digits		
Date Received		
Retention Code		
Type of Record - Category-Function Code (30 of them with several sub in each)		
Type of Disposition		
Disposition Action Case Number		
Disposition Action Date		
Form of Physical Record received (9 types or forms #1 is paper (see back) →)		
OFFICE AND TITLE	SIGNATURE	

- 1 - Paper —
- 2 - Film — microfilm reels 35 + 16 mm
- 3 - Movies —
- 4 - Tapes — Computer magnetic tapes
- 5 - Sound — ~~Audio~~ tapes
- 6 - Photos —
- 7 - IBM Cards —
- 8 - 3x5 + 5x8 Cards
- 9 - Combination of records in one box.